



Queen Mary School

Diary 2022-2023



Name _____

Std. _____ Div. _____ Roll No. _____

Subject: _____

Proud to be a Queen Marian...

TIME TABLE 2022-2023

8.15 a.m. - School Bell rings

Period	1	2	3	4
Day				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

5	6	7	8
			Closing Prayer

QUEEN MARY SCHOOL

Mumbai - 400004.

DIARY 2022 - 2023



Name :

Surname

Name

Father's Name

Form : House :

Reg. Number : Date of Birth :

Aadhar Card No. :

Address :

.....

Telephone Resi : Father's Off. :

Mother's Off. : Guardian Off. :

Father's Mobile : E-mail :

Mother's Mobile : E-mail :

*** Parents are informed that notices are occasionally sent through this Diary, which they must be read and sign.**

We agree to abide by the rules of the school as contained in the Q.M.S. Dairy 2022-2023.

.....
Specimen Signature
of Father

.....
Specimen Signature
of Mother

.....
Specimen Signature
of Guardian

.....
Specimen Signature
of Pupil

This Diary must be brought to School every day and should be used for writing class-work, home work, notice etc.

(This diary must be checked by parents daily)

QUEEN MARY SCHOOL

V. P. Road, Mumbai - 400004. - Tel. : 2387 5700

School Timing : 8.05 a.m. – 1.30 p.m.

Forms 1 to 10

Office Hours : 2.00 p.m. – 3.00 p.m.

Timing to meet teachers : 1.15 p.m. – 2.00 p.m.

with prior appointment only

The Principal will be available to meet parents by previous appointment only.

The Vice-Principal will be available to meet parents by previous appointment only after 1.00 p.m.

Contact person for appointments with the Principals Secretary at 2384 1886.

No school business will be transacted on holidays. Please do not telephone the school on holidays for information already contained in the calendar.

Important Note :

Teacher will be available to solve academic difficulties of students from 1.15 p.m. onwards.

Parents can meet teachers only after 1.15 p.m. after taking a prior appointment from the Principal.

A letter stating the reason for the meeting must be submitted to the Principal.

Important email ids for correspondence

Principal : queenmarymumbai@gmail.com
Vice - Principal - : qmSPARENT.vp@gmail.com
Administrator : admin@queenmaryschool.edu.in
Accounts : queenmaryschoolmumbai@gmail.com
Fees : queenmaryschool@gmail.com
Phone Number : 2387 1537

QUEEN MARY SCHOOL OVER THE YEARS

The year 1875 saw the establishment of the Bombay Indian Female Normal School in Byculla by the Zenana Bible Medical Mission. The School was later shifted from Byculla to Mazgoan and then to Girgaum and was called the Girgaum Girl's High School. In 1912, on the occasion of Queen Mary's visit to Bombay, the school got its present name, Queen Mary.

Through the decades, the School has grown in stature and name and till 1975, was under the Management of the B.M.M.F. Trust.

In 1975, the School celebrated the Centenary of its existence by the Grace of God. In the same year the Management was transferred to the Christian Medical Education Fellowship Trust, with its Registered Office located on the top floor of the Queen Mary School building.

The other Units of the C.M.E.F. Trust are Kimmins High School, Panchgani (Boarding School), H.R.D. Centre, Nasik (Conference Centre), Jyoti Niketan, Sholapur (Orphanage) Manoram Sadan Manmad (Orphanage), Good Shephred High School (Manmad).

PLEDGE

"India is my country, All Indian are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy.

To my country and people, I pledge my devotion. In their well - being and prosperity alone lies my happiness."

PRAYERS BEFORE AND AFTER CLASS

MORNING PRAYER

Eternal God

Creator of us all

I firmly believe

that I am present before Thee

I adore Thy divine greatness

and I ask Thee

to illumine my mind

with true knowledge of Thee

to fill my heart

with great love for Thee

and also for my neighbour

out of love for Thee

Help me

never to offend Thee

by any thought, word, or deed

which is against Thy Holy Law. – Amen

CLOSING PRAYER

I give Thee thanks

Almighty God

for all the good things;

Thou has given me today;

for wisdom to understand;

for moral courage to avoid wrong;

and for brotherly love

to act kindly towards others

O my God,

I am truly sorry for any thought,

word, or deed by which

I have offended Thy divine goodness,

or wilfully wronged my neighbour;

Help me to be better in future. – Amen

NATIONAL ANTHEM

जन गण मन अधिनायक जय हे,
भारत भाग्य विधाता!
पंजाब, सिन्ध, गुजरात, मराठा,
द्राविड़, उत्कल, बंग,
विन्ध्य, हिमाचल, यमुना, गंगा,
उच्छल जलधि तरंग,
तव शुभ नामे जागे, तव शुभ आशिष मागे,
गाहे तव जय गाथा
जन गण मंगलदायक जय हे
भारत भाग्य विधाता!

जय हे, जय हे, जय हे,

- Rabindranath Tagore
जय जय जय जय हे ।

Thou art the ruler of the minds of all people, dispenser of India's destiny.

The name rouses the heart of Punjab, Sindh, Gujarat, Maratha, Dravid, Orissa and Bengal;

It echoes in the hills of the Vindhya and Himalayas; Mingles in the music of the Jamuna and Ganges and is chanted by the waves of the Indian Sea.

They pray for Thy blessings and sing Thy praise. The saviour of all people and the dispenser of India's destiny, we Praise Thee.

Victory, victory, victory to Thee.

- Rabindranath Tagore

THE SCHOOL SONG

1. In Bombay there is a School that I love,
Wind swept and encircled by trees,
Midst roar of the traffic yet towering above
As a beacon looks over the seas.
Her emblem's a rose, the queen of all flowers,
She's the best school of all, this dear School of ours!

Chorus : Then here's to Queen Mary's our School in Bombay.
We ne'er can forget her, we love her always,
We're proud of her past, she is famous today,
And here's to her future, Queen Mary's for aye!

2. Successes and failures we have;
The Guides and the Houses, the games that we play,
The thought of them makes the heart glad,
The spirit of fellowship binding us all,
From dignified prefect to K. G. girl small.

Chorus

3. Your hair may grow white and your step lose its spring,
Your girlhood be left far behind,
But through all the mists that the long years may bring,
One longing will e'er fill your mind.
Once more to be under the kindly, mild rule,
Of the best school of all Queen Mary's our School

Chorus

(Note : Words amended in Centenary Year 1975 by Miss N. Gasper).

SCHOOL HYMN

Thank you Lord

1. As the world looks upon me,
As I struggle along
They say I have nothing
But they are so wrong
In my heart there's rejoicing
How I wish they could see
Thank You Lord for your blessing on me!

Chorus : For there's a roof up above me
I've a good place to sleep
There's food on my table
And shoes on my feet
You gave me Your love, Lord,
And a fine family
Thank you Lord for your blessings on me!

2. I know that I'm not wealthy,
And these clothes, they're not new.
I don't have much money
But Lord I have you
And to me that's all that matters.
Though the world may not see
Thank you Lord for your blessing on me!

Chorus

THE SCHOOL PRAYER

I would be true for there are those who trust me
I would be pure for there are those who care,
I would be strong for there is much to suffer,
I would be brave for there is much to dare,
I would be friend of all, the foe, the friendless,
I would be giving and forget the gift,
I would be humble for I know my weakness
I would look up and laugh and love and live.
I would look up and laugh and love and live.

A SPORTSMAN'S PRAYER

Dear God, in the battle that runs through life,
I ask but a field that is fair,
A chance that is equal to all in the strife,
The courage to do and to date.
If I should win, let it be deserved
With faith and honour held high,
If I should lose let me stand by the road,
And cheer as the winners go by.
God, teach me to conquer, if conquer I can,
Having shown my worth in the fray,
If I should lose, let me lose like a man
And not like a coward I pray.
Let me say : "Here they ride to whom honour is due
They are better men than I",
Let me stand with a smile by the side of the road
And cheer as the winners go by. – Amen

CURRICULUM

The School year, which begins in March and ends in February, comprises of two terms. The course of studies in Queen Mary School is designed to prepare students for the Indian Certificate of Secondary Education Examination, conducted by the Council, New Delhi which provides an examination in a course of general education, through the medium of English. Candidates for the examination will be required to have completed satisfactorily, courses in a third languages (Marathi), Art and Craft, Physical Education, Moral and Spiritual Values and Socially Useful and Productive Work and Community Service. These are assessed internally by the school and their result will count towards the award of the I.C.S.E. Examination Certificate.

After a ten-year course, candidates are required to offer subjects as laid down by the Council for the I.C.S.E. Examination.

The Indian Certificate of Secondary Education is an Examination equivalent to the S.S.C. and students who pass this examination are awarded certificate and are eligible for admission to the H.S.C. or I.S.C. stream.

Candidates are declared successful if they reach a prescribed minimum aggregate of marks in the compulsory subjects and at least attain the pass standard in five subjects which must include the English and also pass in Socially Useful and Productive Work and Community Service.

Hindi is taught from K.G. , Marathi, the regional language of the State is compulsory from Class 1 to Class 8. French is taught from Form 5 to Form 8. Art, Craft, Music, Knowledge Centre and English Lab activities outside the regular curricular work, as well as Yoga, Physical Training and Outdoor games are compulsory as prescribed by the school.

Optional Programmes : The school provides for many optional programmes in order to enhance the all-round development of our students such as Amal (Abacus) Programme and Karate that are taught outside the regular curricular work.

ADMISSION

1. Admission to Form 1 and above are made subject to vacancies within the limits of the optimum stipulated by the Management for each Class.

A new pupil who has attended any recognized school cannot

be admitted without a Leaving Certificate and Mark Sheet from the school last attended; and case of pupils coming from school outside Maharashtra State, the certificate must be countersigned by the Education Inspector of the State from which he comes.

2. Parents and guardians are reminded that admissions will be strictly on the merit of the candidate. Any effort at seeking admission through such dubious means as offering a donation, will ipso facto, debar a student from getting admission.
3. To protect gullible parents from intermediaries guaranteeing admission, letters of recommendation from any source or personal contact on behalf of an applicant will not be considered by the school authorities. They are a positive hindrance to the candidate's possible admission and could lead to the applicant's disqualification.

WITHDRAWALS

1. Regarding withdrawal of student from the School, one month's notice must be given by written application to the Principal along with the copy of the School Leaving Certificate Form in the student's Diary if the notice is not submitted before the end of the term then the fees for the entire term or the instalments will have to be paid. School Leaving Certificate will be issued after all the dues have been paid and the library books have been returned to the library.
2. Notice fee has to be paid if the pupil withdraws on or after the 15th of February

FEES

1. Fees are charged for the full academic year.
 - a) Admission and Registration Fees are payable one time only for the new admission students.
 - b) Term Fees will be charged twice a year
 - c) Annual Fees will be charged in three instalments

2. Fees collection dates will be notified by the school through the circular.
3. All fees are to be paid in advance, no deductions will be allowed for temporary absence or early withdrawal.
4. All fees must be paid by the last date mentioned in the circular.
5. Regarding payment of the fees kindly visit the school website. Late fees will be charged.
www.queenmaryschool.edu.in
6. Fees once paid will not be refunded.
7. Late fees will be charged per day inclusive of holidays.

Queen Mary School Rules and Regulations

1. Attendance :

- a) Regular and punctual attendance is required. Pupils should be in school by 8:05 a.m. daily. They are marked late if they are not in their Form Rooms by 8:05 a.m. If late more than 3 times in a month, strict action will be taken.
- b) Parents are requested to arrange to collect their children promptly after School. In case of a change from the normal routine, kindly inform the School of the same in writing, to ensure the safety of the children.

2. Leave / Correspondence :

- All important correspondence and correspondence related to leave for more than 3 days must be addressed to the Principal student with details of child's name, form, division, etc. clearly specified. The email address is queenmarymumbai@gmail.com
- The School must be intimated the reasons for leave taken and absence in the Record Sheet (at the back of the diary) duly filled in and submitted to the Principal, a copy addressed to the class teacher the day child returns to School, after an absence.
- In case of Medical leave, for 3 days or more, the school must be informed about the student's absence on the third day and a doctor's certificate must be submitted along with the reason for not attending school written in the leave record sheet.
- Please note in case of infectious diseases, the period of absence should be at least 10 days to a fortnight and the child must have a medically fit certificate when she returns to school. The school must be immediately intimated about the case.
- Permission to go home early or for absence for previously known reasons must be requested three school days in advance. (Extra leave from school cannot be prefixed or suffixed to School holidays.) Extra leave from School can only be granted under exceptional unavoidable circumstances at the Principal's discretion.
- Non-observance of these rules will be regarded as serious breach of discipline and may result in the pupil's name being struck off the roll. If re-admitted, they must pay the entrance fees again.
- During school hours no student is allowed to leave the classroom without the Permission of the teacher or until the

class is dismissed. Written permission of the Principal is required for the student to leave the premises during school hours. Breach of this rule will be viewed seriously.

- Children will not be allowed to leave early unless they have a written request from their parents addressed to the Principal.
- Attendance on the first day of school and the last day of school is compulsory.

3. School Uniform :

- a) Students of Form 1 and 2 will wear a baby pink and black checkered one piece uniform with box pleats. Students of Forms 3 to 10 will wear a baby pink and black checkered skirt with box pleats as uniform.
- b) On P.E. and Annual Sports day, Forms 1-10 will wear the school P.E. uniform according to the student's house colour, which should be two inches above the knees.
- c) Students of Form 1 and 2 must wear black bloomers while students from Form 3 to Form 10 must wear black tights, white cotton shorts or bloomers.
- d) When travelling to and from the School for picnic and excursions, students should wear the House T-Shirt of the P.E. Uniform, white socks, Jeans and Sport shoes.
- e) Whenever students have to attend extra classes or practices, they must come to school in their regular school uniform. Special permission from the Principal must be taken if there is a need for change or modification as per circumstances.
- f) No make up of any kind is allowed, even on birthdays. Except for small plain earrings or studs (not coloured), no jewellery is permitted.
- g) Girls should keep their hair clean and well plaited with black elastic / velcro ribbons and a black hair band. Students are not permitted to highlight, streak or colour their hair. Uncombed and untidy hair or unconventional hair styles are not permitted. Hair must be kept open and fancy haircuts will not be accepted.
- h) During the Monsoon, students are expected to put on complete rain wear in order to avoid wear remaining in wet clothes and shoes in school.

- i) Every student must wear a School Badge from Form 5 onwards. The school badge will be embroidered on the uniform from Play School to Form 4.
- j) Winter Wear : Nursery to Form 10 will wear Grey cardigan with grey hood. Windcheater and multi-coloured winter wear will not be allowed.
- k) During examinations and competitions children must be dressed in their complete school uniform.

Students will not be allowed to enter their classroom if they are not wearing the correct and complete uniform, but be sent home, accompanied by their parents.

4. Birthday Celebrations :

- 1) On their birthdays, children are allowed to wear modest dresses and distribute sweet only (not gifts) to the class children and teachers.
- 2) Students wearing halter tops, spaghetti dresses and short pants will not be allowed to attend school.
- 3) Chocolates from reputed companies such as Cadbury, Nestle or Amul can only be distributed to the students.
- 4) Make up of any kind is not allowed, even on birthdays. Except for small plain earrings or studs (not coloured), no jewellery is permitted.
- 5) Cakes on birthdays are not allowed to be brought to school.

5. RULES OF DISCIPLINE

- 1) Pupils must be neat in appearance and wear the regular school uniform during school hours and while travelling to and from the school.
- 2) Indiscipline, in the form of running and shouting in the school building is not allowed. Pupils must keep to the left when they are using staircases and corridors.
- 3) Pupils are answerable to the School Authorities for their conduct both in and outside the school. Hence misbehaviour of any kind in the school bus, in streets and public conveyances, and such other places justifies their dismissal. Irregular attendance, habitual idleness, disobedience, immoral influence, a week's inexcusable absence, and intentional discourtesy and disrespect to teachers are each a sufficient cause for dismissal.
- 4) Every student is urged to contribute to the high tone of the school by her manners and deportment.

- 5) There is a systems or merit and demerit cards in the school.
- a) A white card is awarded to students for showing exemplary behaviour; outstanding achievement in curricular or co-curricular activities; full attendance in a term; hard persevering effort in studies and other activities.
 - b) Pink or Grey Cards may be given for any serious or habitual breach of discipline, unruly behaviour, serious disrespect to teacher, truancy, lack of application, willful breach of regulation, and using unfair means at an examination or at a test.
 - c) The award of the Pink and Grey Cards is sanctioned by the Principal. These cards have to be signed by the pupil's parents or guardians within three days after they are issued and returned to the Principal.
 - d) The recipient of Pink / Grey card is not eligible for any award for the academic year.
 - e) When breach of the rules of the school is recorded three times in a month, the student will be issued a pink wearing card.
 - f) Three Pink Cards render the recipient liable to being awarded a Grey card; and three Grey Cards render the recipient liable to being advised to leave the School.
6. a) The hours of class attendance for :
Forms 1 to 10 are 8.05 a.m. to 1.30 p.m.
- b) No absentee or late arrival may be admitted to class without the sanction of the authorities.
 - c) We aim for the holistic development of our students. In order that our students take part in various activities and develop their talents, training session will be held after school hours. Practices cannot be held during class time as this will upset the rhythm of studies. Hence, we would urge students to go for any outside activities / other classes after 2.00 p.m. On certain days when deemed necessary, children will be asked to wait back upto 2 p.m. All practice will take place after 1.30 p.m.

7. At the first warning bell, all students must immediately present in their class rooms. Punctuality is compulsory for all. Habitual defaulters will be penalized.
8. No absentee may be admitted to class without the signature of the Vice-Principal / Class Teacher on the Absence and Leave Record page of the School Calendar. The attendance Record Page will show the date and time of late arrives. Three late arrives will be reported to the Vice-Principal. Strict action will be taken if the student arrives late more than thrice in a term.
9. No pupil may leave the School premises during school working hours without the written permission of the School authorities.
10. In the absence of the teacher the Form Prefect assumes responsibility for order and discipline of the class. The Vice-Form Prefect reports the matter to the Vice-Principal if no teacher arrives within five minutes. They are responsible for discipline in the movement of the students outside the classrooms.
11. When students are moving along the corridors or up and down the stairs, during class hours, they must walk in silence. Running, playing, or shouting inside the school building is not allowed.
12. No student is allowed to remain in the classroom during P.E. / Art / Library / Yoga / Music or the Recess periods.
13. Bus monitors are responsible for orderly behaviour of students travelling by the School buses. Students guilty of misbehaviour in the bus may be asked to discontinue using the bus facility.
14. Students must be attend physical training, games and other activities outside school hours when arranged by the school; participation on such occasions will be deemed compulsory by the school authorities since games and athletics play an important part in the student's holistic education. They will be excused from participation only on a previous written recommendation of a Doctor.
15. No pupils should bring or be found in possession of unwanted books, novels, newspapers, periodicals, mobile phones, mp3 / mp4 players, smart watch within the school premises, without the Principal's sanction. These articles will be confiscated if found with students and will not be returned to them.
6. The school does not accept responsibility for the loss of books, pens, money, clothes and other articles. As each student is responsible for her possessions, she is advised to bring her

books etc. securely packed in a bag; it is not advisable for her to have money on other valuable articles with her. Books and other property must be marked, as far as possible, with the owner's name. She should not carry more than Rs. 200 or valuables with her to school unless informed to do so.

17. Damages done to classroom property is the joint and collective responsibility of the class, hence any damage will therefore be made good by the entire class. Disciplinary action will also be taken against any individual student found guilty of vandalism.
18. All should be particularly careful to avoid throwing litter anywhere in the school premises except in the bins provided for the purpose. Personal cleanliness is expected from all pupils. The uniform must be clean and neatly pressed, shoes well-polished, finger-nails pared and hair, trimmed and neatly arranged. The Principal may send a pupil home for lack of personal cleanliness, fashionably cut hair or dirty shoes.
19. No fines of any kind may be levied or collections for any purpose whatsoever made without the Principal's previous sanction.
20. No meeting, demonstration, party or picnic may be held without the previous permission of the Principal. Students who expect to return late to their homes are responsible for informing their parents about this in advance.
21. The giving of presents to the member of the staff and demonstrations in their honour also previous sanction of the Principal.
22. **The School Diary must be brought to school daily.**
23. The Captains of the School are elected by the pupils and approved of by the school authorities. All the pupils are expected to co-operate with the Captains, Monitors and Leaders to maintain the discipline, good name and ideals of the School.
24. All should take honest pride in keeping our school premises clean. Snacks during break must not be eaten in the class rooms or on the staircase. If a student is found littering in the premises, she will be penalized accordingly.

25. Pupils must remember to bring articles or books required for the day. No articles brought to School by the parents will be accepted during school hours.
26. Students are not allowed to make any calls from the telephone booths across the street. In case of an emergency, students are allowed to use the school telephone which be charged.
27. Excursion for school pupils will be organized with the approval of the Head of the school and will have the members of the staff accompanying the pupils. Picnics and one day educational excursions are compulsory for experiential learning.
28. Pupils who are ill should not be sent to school to appear for tests scheduled for the day. Requests for permission to go home after appearing for the test, because of indisposition, will not be entertained.
29. Regular attendance and study habits, prompt obedience, courtesy in speech and conduct, cleanliness of dress and person are expected from every pupil. Hence, irregular attendance, unsatisfactory application to studies, disobedience, objectionable immoral influence, cheating, stealing and unsatisfactory conduct in and out of school justify dismissal of a girl.
30. **Mobile phones are banned in the school premises for all students. Students will not carry mobile phones with them. Breach of this rule will lead to confiscation of mobiles.**
31. White ink should not be brought to school by students.

DISCLAIMER

The School takes every care to prevent accidents of any kind in the school campus. However, if any harm or injury should come to your child the school will not be responsible or liable in any way.

RECOMMENDATIONS TO PARENTS

1. Parents and Guardian of pupils, having already signed admission forms, agreeing to observe the rules of the school should understand that they cannot dictate to the school authorities on matters of policy, on conditions of admission or continuance in school of any pupil.
2. The school expects the co-operation of the parents to ensure that their children:
 - a) come to school regularly and punctually and are dressed neatly and correctly;
 - b) bring to school their books and note-books, which should be properly maintained ; and
 - c) prepare their lessons and do their home-work regularly, and do not go for late evening entertainment on week days.
 - d) They are expected to co-operate with the School Authorities by taking an active and helpful interest in the activities of the school. Involve yourself in your children's education; be interested in their homework and studies and give us a helping hand to educate your child effectively in the academics, co-curricular and extra curricular activities.
3. In particular, they are understood to have entrusted the Principal with authority to correct and punish their children at her reasonable discretion.
4. Parents are informed that occasional reports from teachers are conveniently made in the School Calendar. They are requested to sign them as a proof that they have read them. They should also keep an eye on the Attendance Record.
5. Parents are requested to make their own remarks in the School Calendar for the information of the teacher, and from time to time to examine carefully the books, not-books and answer papers of their children.
6. Parents are expected to sign the test books, exercise books, test papers, exam reports or any other similar documents when so requested. Failure to do so may put their children to great inconvenience.
7. Parents are informed that their children may be sent home or put to great inconvenience for:
 - i) the incorrect wearing uniform;

- ii. having a remark in the School Calendar not signed by their parents, or having the receipt of a circular not acknowledged by their parents within the stipulated period;
 - iii. having the non-attendance record incomplete;
 - iv. repeatedly forgetting to bring the necessary books and or materials to Class;
 - v. repeatedly coming late to school.
8. Parents are advised not to let their children bring expensive articles to school; they should not give them excessive pocket money.
 9. Children are not permitted to buy eatables from the street vendors.
 10. Parents are requested to see that their servants who take their children to or from school do not remain in the school premises longer than is necessary. Such servants should come only at the appointed time.
 11. In case of any accident or emergency during school hours, casualties will be taken to the nearest hospital and parents will be informed as soon as possible.
 12. While the Management is always aware of safety precautions and takes them, and foresees possible accidents and prevents them, it is still a fact that in the best run houses and in the safest places things can go wrong. It must be understood that parents / guardians entrust their children / wards with the school staff at their own risk, and the Management will at no time be held liable in case of unavoidable accidents, or accidents arising from malafide behaviour of the students, in its care. This applies not only to the school premises, but also to the public street, and on outings, picnics, camps and holiday excursions.
 13. Periodic medical examinations conducted by the school are obligatory for all students; and parents' co-operation in the follow up of recommendations is solicited.
 14. If student is likely to be absent due to illness for a long period, the Principal must be informed within three working days, in writing.
 15. In case of an infectious disease at home, parents should report the fact to the Principal at once, and should not send the student to

class till the danger of infection has passed. (This applies mainly to chicken-pox, measles, mumps, whooping cough and conjunctivitis.

16. Parents should not forget to put their specimen signatures in the Calendar.
17. Parents are specially requested to notify the school of any change in their address or telephone number.
18. Communication of any kind, other than absenteeism for a day or two and application of mehndi on the palms of the student should be made to the class teachers. Any communication from parents to teachers or from teachers to parents should be made only through the Principal / Vice Principal.
19. When communicating with the Principal, parents are requested to mention in their letters the name, roll number, the class and division of their children. Untidy and incomplete letter will not be accepted.
20. Parents / Guardians are not allowed to meet their children or interview the teachers during school hours without the permission of the Principal. An appointment with a member of the staff should be made before hand after securing written permission from the Principal.
21. Private tuitions are not encouraged. No private tutor, must be engaged without the Principal's prior written permission. Private tuitions from member of the Staff of Queen Mary School for Queen Marians are not permitted. If they are necessary, an application for permission, should be made to the Principal.
22. Parents are invited and encouraged to participate actively in event organized for the good of the students and the institution.
23. Teachers will deal only with parents and not with any other relatives or employees.
24. Parents, please note that all Examination Reports of their children have to be filed and preserved carefully for future necessary reference (College admission, etc.) The School is neither bound to issue fresh duplicate reports of the same nor give a statement of marks for consecutive years in the event of reports being lost.
25. Parents, when called, are obliged to meet teachers at the Open Days, to take note of how they can better help their wards in their academic progress.

26. Kindly note that all official correspondence with the Principal / Vice-Principal will be done via email.
27. Each class will normally go for a picnic once in the year. Students will also be taken for one day educational excursions. These are class activities. Hence all are expected to attend. While the teacher who accompanies the students will try her best to take care / of them, he / she and school will not be held responsible for any unforeseen eventuality or loss that may occur to a student.
28. No one should park their vehicles in front of the school gate or outside the school thus causing inconvenience to the children and to the general public without permission from the Principal regarding special cases or circumstances. Defaulters will be dealt with severely.
29. In Form 9, students will be granted their choice of subjects in Group II and Group III provided a minimum of 10 students opt for the same subject. The final decision will be that of the Principal.
30. The School Bus Service is available for the convenience of the students.
31. Parents are to understand that they cannot dictate to the school authorities. The latter have a right to say on what conditions they will admit or retain pupils in their institutions.

32. **Principal's Permission**

The Principal's permission is required :

- 1) to make a collection for any purpose whatsoever ;
- 2) to arrange for a party, picnic or meaning ;
- 3) to join a sports meet or play in games not arranged by the school ;
- 4) to give presents to teachers or to stage demonstrations in their honour ;
- 5) to impose fines ;
- 6) to give or to take tuitions ;
- 7) to send students out of school during class hours.
- 8) to leave the school premises during school hours.
- 9) for medical leave of more than 2 days
- 10) for leave of more than two days duration during the school study period.

LEAVE OF ABSENCE

1. Leave of absence is not granted except for serious reasons and only on a previous written application of parents of guardians inserted in the Leave Record page of the School Calendar. In case of illness, where the application cannot be sent in advance, a letter asking for a leave should be handed on the first day of absence. After an absence due to illness especially of a contagious / infectious disease a fitness certificate from the doctor would be required.
2. As a rule, Leave for purely social purpose is not granted. However, not more than one day's leave of absence is granted for attendance at a brother's or sister's wedding, and a half-day for that of a more distant relation.
3. Absence without leave for wedding, feasts, etc. is punishable at the Principal's discretion. Absence without leave renders the student liable to dismissal.
4. Leave of absence will not ordinarily be granted on the first and the last days of a term.
5. All are expected to attend School on the re-opening day after the vacations. Absence without previous written leave renders the pupil liable to being struck off the rolls; mere information in this case will not suffice.
6. On return to school, the absentee must produce her parent's written explanation of her absence on the Absence Record page of the School Calendar. Failure to produce such explanation may result in the student being sent home, in which circumstances the School disclaims all responsibility of her safety.
7. Students who leave without due notice or keep away, from School for over a week, offering no explanation for their absence, are struck off the rolls. As a rule they are readmitted.

COLLECTION OF FUNDS

However well meaning, no person, well wishers or organization is permitted to collect or raise any funds using the name of the School without the specific authorization of the Management. This authorization will be displayed on the School notice board.

Collections, (in cash and kind) on behalf of charitable and social organizations, and aimed at developing in students a sense of social awareness and responsibility, may be undertaken only with the written permission of the Principal.

SCHOOL EXAMINATIONS

1. a) There are two terminal examinations, two tests and two sets of projects per subject conducted every year for the pupils of classes 1 to 10. Oral and written tests and exercises are conducted for students of Forms 1 to 10 to assess the pupil's progress during the course of the year.
b) Students who remain absent from an examination or test for any reason are not re-examined, and those absent from an examination without grave reasons will be considered as having failed. Absence from the whole examination involves a total loss of mark / grades. Absence from one or more subjects involves the loss of marks / grades for those subjects.
2. Willful breach of any of the regulations for the conduct of the examination is punishable with expulsion from the examination room, if discovered subsequently with cancellation of the paper. A pupil found copying or using unfair means in any of the examinations, even if discovered subsequently will be made to lose the entire marks obtainable in that subject.
3. Application for the verification of marks in special cases will be considered at the discretion of the Principal.
4. The performance of students is also assessed in other subjects and activities (like Physical Education, S.U.P.W , Music, Art and Craft), which are not compulsory for the external public examination. In these, the student's attainment is indicated by letter grades as well as, the interpretation of grades in terms of percentage of marks.

SCHOOL AWARDS

General Condition

1. Good conduct and application, regularity and punctuality in attendance, and a sense of responsibility are indispensable conditions for award or prize.
2. Absence from an examination or part of it debars a student from receiving an award.
3. In classes 5 to 10, failure in a subject disqualifies a student from obtaining an award.

4. Pupils failing in Value Education / Religion, Marathi, Art, P.T., Computer Studies forfeit their awards.
5. Pink Card / Grey Card debar a student from receiving an award.
6. The final decision of giving of awards rests on the discretion of the Principal.

FINAL RULES BY COMPETENT AUTHORITY FOR THE SCHOOL ALMANAC / CALENDAR

In case of accident / hurt by mischief, during school hours in the school premises, the school is responsible for first aid treatment in school in case of minor injury and first aid treatment in a prescribed hospital in case of serious injury. Parents will be intimated immediately and will continue with the course of treatment as deemed fit as per their decision. School may bear the first aid expense only.

School Nurse

- The school has a trained nurse and a medical room to attend to emergency medical need during school hours.

FOR PARENTS

Parents/Teacher Association

An association – The Queen Mary School Parents – Teachers' Association (PTA) has been formed with the aim of integrating the harmonious holistic development of our students at home and at school. The role of the PTA is to promote mutual cooperation and understanding between parents and teachers of the school.

The PTA confines its activities to the objects of the Association which are expected to be in consonance with those of the school. Parents participate in specific activities of the PTA on a voluntary basis. The Association as well as its individual members are expected to adhere to the guidelines laid down by the school and avoid any interference in the day to day running to the School. We encourage all parents to be the members of the PTA.

QUEEN MARY SCHOOL
PROMOTION RULES IN FORCE FOR
THE ACADEMIC YEAR 2022 - 2023.

The following promotion rules framed by the Queen Mary School Committee are approved by the Management.

1. The promotion of the pupil from one class to another at the end of the academic year will be :
 - a) From Standard - I to VIII, aggregate marks obtained in the 2 terms will be calculated.
2. a) Pupils failing in the subject of English Language and English Literature in any class will be declared as FAILED.
 - b) The promotion for Classes V - VIII will be based on the average marks obtained in two terms. Grades will also be awarded but will not be considered for the purpose of promotion.
3. A pupil will be eligible for promotion from Classes V-VI even if she fails in any two of the following subjects, viz. Hindi, Marathi, Maths, Science and Social Studies and secures a minimum of 25% aggregate marks in each of the two subjects in which she has failed.
4. A pupil will be eligible for promotion from Classes V-VIII even if she fails in any two of the following subjects, viz. Hindi, Marathi, Maths, Science and Social Studies and secures a minimum of 25% aggregate marks in each of the two subjects in which she has failed.
5. In class IX the conditions for passing will be the same as in the I.C.S.E. Examination.
6. Promotion once refused will not be considered.
7. Children who have failed in 4 major subjects on the average marks, cannot continue in this school.

8. From Class V-VIII, a pupil must pass in the 3rd Language. other things being equal as in the rules above, she can be promoted to the next class. However passing the 3rd language in Form VIII is necessary otherwise the result of Std. X will be withheld by the I.C.S.E. Board.
9. Good performance in Computers is necessary but the marks will not be taken into consideration for promotion from Class V to Class VII. Those who opt for Computer as an optioned subject at IX and X standards should pass in Computers in Form VIII.
10. If the child does not want to opt for Maths or Science as per the prevailing I.C.S.E. rules for IX and X, the child can be promoted from VIII to IX, if such a statement is given in writing requesting the Principal to consider the same. However, this consideration will be offered if the child has secured minimum 25% of marks in each of the above mentioned subjects.
11. In case a pupils is unable to appear for the Annual Examination due to
 - (i) illness
 - (ii) death in the family
 - (iii) an emergency

the pupil's promotion will be considered based on the average performance of the examinations during the whole year.

Chairman
Queen Mary School Committee

Principal
Queen Mary School

GRADE**Q.M.S. MARKS**

1.	90 - 100	}	Distinction
2.	80 - 89		
3.	70 - 79	}	Credit
4.	61 - 69		
5.	51 - 60	}	Pass
6.	43 - 50		
7.	35 - 42	}	Fail
8.	25 - 34		
	0 - 24		

GRADING SCHEME FOR CLASS WORK

<i>Grade</i>	<i>Total 10</i>	<i>Total 15</i>	<i>Total 20</i>	<i>Total 25</i>
1.	10	14.5 - 15	19.5 - 20	24.5 - 25
2.	9 - 9.5	13.5 - 14	18-19	22.5 - 24
3.	8 - 8.5	12 - 13	16 - 17.5	20 - 22
4.	7 - 7.5	10.5 - 11.5	14 - 15.5	17.5 - 19.5
5.	6 - 5.5	9 - 10	12 - 13.5	15 - 17
6.	5 - 5.5	7.5 - 8.5	10 - 11.5	12.5 - 14.5
7.	4.5	6.5 - 7	9 - 9.5	11 - 12
8.	3.5 - 4	5 - 6	7 - 8.5	9.5 - 10.5
	0 - 3	0 - 4.5	0 - 6.5	0 - 9

**THE FOLLOWING TABLE INDICATES
THE AVERAGE MARKS/GRADE EXPECTED AT
DIFFERENT FORM LEVELS**

<i>Form</i>	<i>Standard Expected</i>
1	90%
2	85%
3	80%
4	75%
5	70 or gr. 3
6	65 or gr. 3
7	60 or gr. 3
8	55 or gr. 4
9	55 or gr. 5

APPLICATION FOR RAILWAY CONCESSION FOR OUTSTATION JOURNEY ONLY

Roll No.

Date

To,
The Principal
Queen Mary School,
V. P. Road,
Mumbai - 400 004.

Dear Madam,

Please issue a Railway Concession Form for my child.

Student's Name

Age Form Div.

Name of the railway for outward journey

From Station to Station

Probable date of starting

Name of the railway for return journey

I hereby certify that the above mentioned student is going out to her native place during vacation.

Signature

Parent / Guardian

To be submitted at least three days in advance. Not available after last working day of the term.

APPLICATION FOR SCHOOL LEAVING CERTIFICATE

Roll No.

Date :

The Principal
Queen Mary School
V. P. Road,
Mumbai - 400 004.

Dear Madam,

Please furnish me with the School Leaving Certificate of my daughter/ward The necessary particulars are given below :

Name

Surname G. R. No.

Class Div. Roll No.

Date of leaving School

Reason for leaving

Address

.....

..... Resi. Phone. No.

Encl. : All the fee receipts. Parent's Signature

For the Use of the School Staff

1. All fees due have been paid (including month's notice)
..... Cashier

2. Name has been cancelled from class Register
Conduct Progress

.....
Class Teacher

3. All Books returned
Librarian

Leaving Certificate may be issued
Co-ordinator

N.B. : No school Certificate is given until the sums due to the School have been paid in full.

(Information sheet to be filled in block letters
by Parents within one week from receipt of the diary).

The Principal
Mumbai.

Surname & Name of Child

Aadhar Card No.

Date of Birth (Age as on July 1st)

Yrs Months Mother Tongue

Religion

Class Division House

Father's Name (Dr./Mr.)

Occupation with Designation

Father's Office Address

Tel. Mobile No.

Mother's Name :

Occupation with Designation

Mother's Office Address

Tel. Mobile No.

Home Address

..... Mobile Tel.

E-mail :

Guardian's Name

Address

..... Tel.

I agree to abide by the Rules of the School, as contained in the Queen
Mary School Diary 2022-2023.

Date

Signature of Parent/Guardian

✗ This form remains with the School Office through the academic year.

(Information sheet to be filled in block letters
by Parents within one week from receipt of the diary).

The Principal
Mumbai.

Surname & Name of Child

Aadhar Card No.

Date of Birth (Age as on July 1st)

Yrs Months Mother Tongue

Religion

Class Division House

Father's Name (Dr./Mr.)

Occupation with Designation

Father's Office Address

.....

Tel. Mobile No.

Mother's Name :

Occupation with Designation

Mother's Office Address

.....

Tel. Mobile No.

Home Address

..... Mobile Tel.

E-mail :

Guardian's Name

Address

..... Tel

I agree to abide by the Rules of the School, as contained in the Queen
Mary School Diary 2022-2023.

Date

Signature of Parent/Guardian

✂ This form remains with the School Office through the academic year.

(Information sheet to be filled in block letters
by Parents within one week from receipt of the diary).

The Principal
Mumbai.

Surname & Name of Child

Aadhar Card No.

Date of Birth (Age as on July 1st)

Yrs Months Mother Tongue

Religion

Class Division House

Father's Name (Dr./Mr.)

Occupation with Designation

Father's Office Address

Tel. Mobile No.

Mother's Name :

Occupation with Designation

Mother's Office Address

Tel. Mobile No.

Home Address

..... Mobile Tel.

E-mail :

Guardian's Name

Address

..... Tel.

I agree to abide by the Rules of the School, as contained in the Queen
Mary School Diary 2022-2023.

Date

Signature of Parent/Guardian

This form remains with the School Office through the academic year.

(Information sheet to be filled in block letters
by Parents within one week from receipt of the diary).

The Principal
Mumbai.

Surname & Name of Child

Aadhar Card No.

Date of Birth (Age as on July 1st)

Yrs Months Mother Tongue

Religion

Class Division House

Father's Name (Dr./Mr.)

Occupation with Designation

Father's Office Address

Tel. Mobile No.

Mother's Name :

Occupation with Designation

Mother's Office Address

Tel. Mobile No.

Home Address

..... Mobile Tel.

E-mail :

Guardian's Name

Address

..... Tel

I agree to abide by the Rules of the School, as contained in the Queen
Mary School Diary 2022-2023.

Date

Signature of Parent/Guardian

✗ This form remains with the School Office through the academic year.

Means of going Home ALONE / ESCORT / PUBLIC /
PRIVATE / BUS / CAR / BROTHER - PLEASE SPECIFY.....
.....
.....

Name and Signature

.....
Father

.....
Mother

.....
Emergency Contact No.

.....
Mobile No.

NON-ATTENDANCE AND LEAVE RECORD

To be entered briefly in ink

Specimen Signature of Parents

Student's Name Form Div. Roll No.

Date of Sanction	Date of Absence	No. of Days* Absent	Reason	Parent's Signature	Class Teacher's Signature

* This must agree with the attendance roll and Principal's permission. An explanation may be demanded in case of disagreement.

PARENTS AND GUARDIANS SHOULD MAKE IT A POINT TO USE THIS PAGE.

NON- ATTENDANCE AND LEAVE RECORD

To be entered briefly in ink

Specimen Signature of Parents
.....

Student's Name Form Div. Roll No.

Date of Sanction	Date of Absence	No. of Days* Absent	Reason	Parent's Signature	Class Teacher's Signature

* This must agree with the attendance roll and Principal's permission.
An explanation may be demanded in case of disagreement.

PARENTS AND GUARDIANS SHOULD MAKE IT A POINT TO USE THIS PAGE.

NON- ATTENDANCE AND LEAVE RECORD

To be entered briefly in ink

Specimen Signature of Parents
.....

Student's Name Form Div. Roll No.

Date of Sanction	Date of Absence	No. of Days* Absent	Reason	Parent's Signature	Class Teacher's Signature

* This must agree with the attendance roll and Principal's permission. An explanation may be demanded in case of disagreement.

PARENTS AND GUARDIANS SHOULD MAKE IT A POINT TO USE THIS PAGE.

NON- ATTENDANCE AND LEAVE RECORD

To be entered briefly in ink

Specimen Signature of Parents
.....

Student's Name Form Div. Roll No.

Date of Sanction	Date of Absence	No. of Days* Absent	Reason	Parent's Signature	Class Teacher's Signature

* This must agree with the attendance roll and Principal's permission. An explanation may be demanded in case of disagreement.

PARENTS AND GUARDIANS SHOULD MAKE IT A POINT TO USE THIS PAGE.

NON-ATTENDANCE AND LEAVE RECORD

To be entered briefly in ink

Specimen Signature of Parents

Student's Name Form Div. Roll No.

Date of Sanction	Date of Absence	No. of Days* Absent	Reason	Parent's Signature	Class Teacher's Signature

* This must agree with the attendance roll and Principal's permission. An explanation may be demanded in case of disagreement.

PARENTS AND GUARDIANS SHOULD MAKE IT A POINT TO USE THIS PAGE.

QUEEN MARY SCHOOL

For : Play School since birth

2022

For : K. G.

1. My daughter has been vaccinated since birth as follows :

Small Pox on

Triple vaccine taken

BCG on

Cholera / Typhoid on

Polio vaccine taken

2. Since birth my daughter has suffered from an attack of :

Small Pox in

Cholera in

Whooping cough in

Jaundice in

Chicken-pox in

Diphtheria in

Any other (specify)

Is there any physical defect of :

The eyes The ears

The body The heart.....

3. Is your child allergic to anything, food etc.? If so, name the cause of allergy

4. Any special treatment for any special attacks of illness during school hours?

The above details have been submitted by me for entry in the Medical Form, maintained by the School.

Name of Pupil

Form Division Roll No.

Signature of Parent / Guardian

(The above form duly filled in, must be returned to the form Teacher in the first week of July WITHOUT FAIL)

MY MEDICAL HISTORY

Blood Group Rh Factor

G6PD

Allergic to :

Drugs Food
.....

Any Medical Problems :

.....
.....
.....
.....

.....
Name of Doctor

.....
Signature of Doctor

.....
Doctor's Seal / Stamp

.....
Mother

.....
Father

TEACHER'S REMARK

Specimen Sign. of Parent.....

Pupil's Name Form

Date	Remarks	Teacher's Initials	Signature of Parent or Guardian

TEACHER'S REMARK

Specimen Sign. of Parent.....

Pupil's Name Form

Date	Remarks	Teacher's Initials	Signature of Parent or Guardian

TEACHER'S REMARK

Specimen Sign. of Parent.....

Pupil's Name Form

Date	Remarks	Teacher's Initials	Signature of Parent or Guardian

**PARENT'S OR
GUARDIAN'S REMARKS**

Specimen Sign. of Parent.....

.....

Pupil's Name Form

Date	Remarks	Signature of Parent or Guardian	Teacher's Initials

ACKNOWLEDGMENT OF CIRCULARS

Specimen Sign. of Parent.....
.....

Circular No.	Subject	Date of Issue	Parent's / Guardian's Signature

ACKNOWLEDGMENT OF CIRCULARS

Specimen Sign. of Parent.....

.....

Circular No.	Subject	Date of Issue	Parent's / Guardian's Signature

ACKNOWLEDGMENT OF CIRCULARS

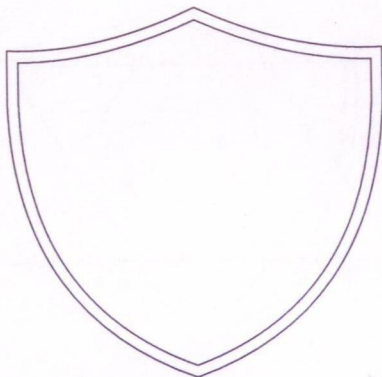
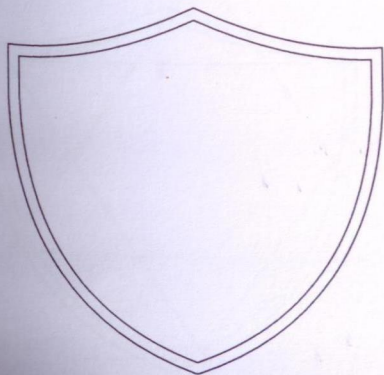
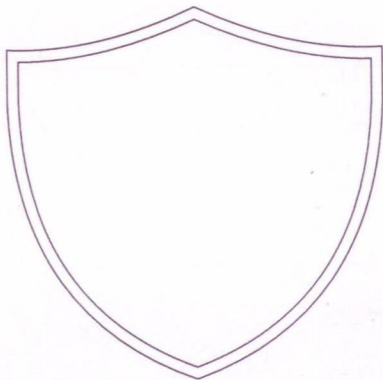
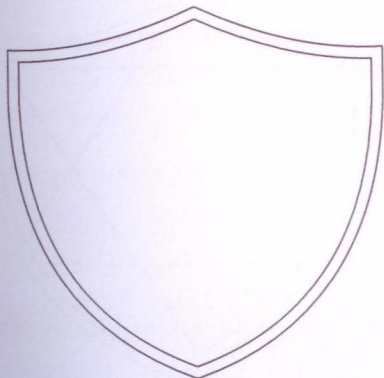
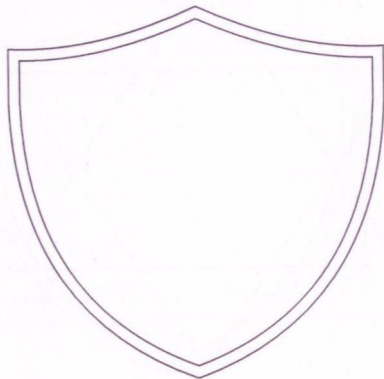
Specimen Sign. of Parent.....

.....

Circular No.	Subject	Date of Issue	Parent's / Guardian's Signature

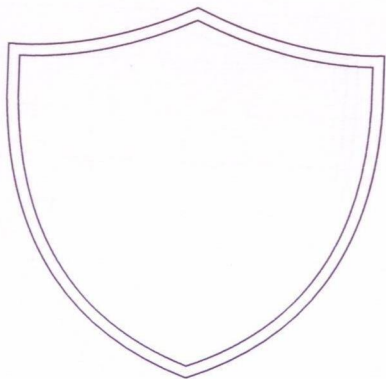
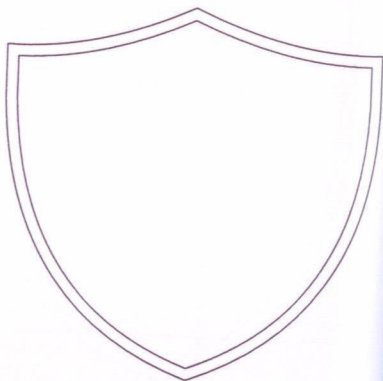
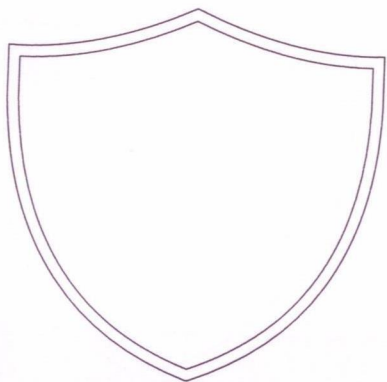
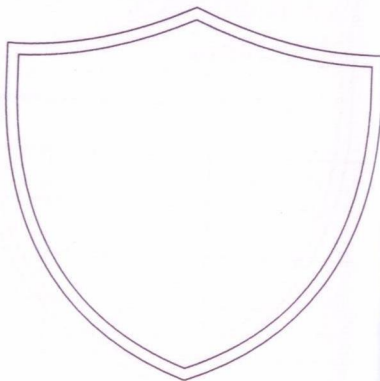
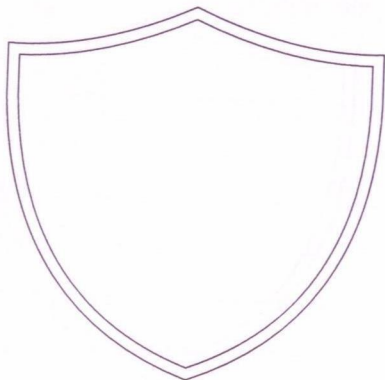
RECORD OF THE PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Pupil's Name From



RECORD OF THE PARTICIPATION IN CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

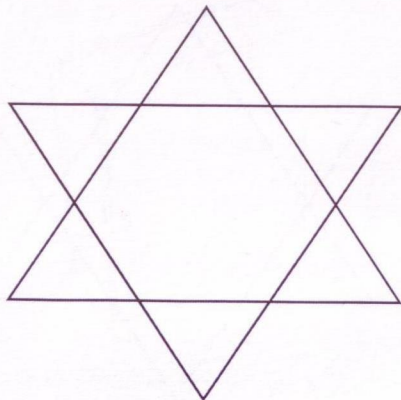
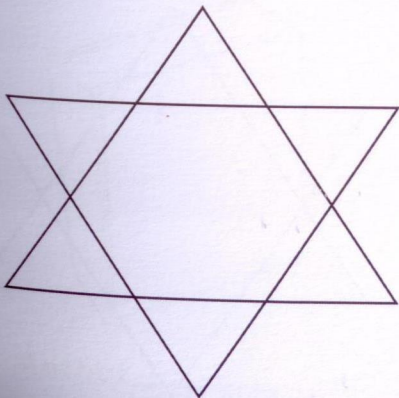
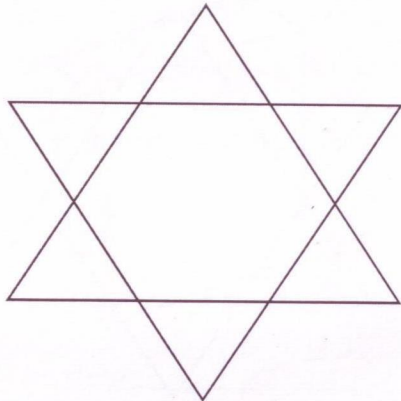
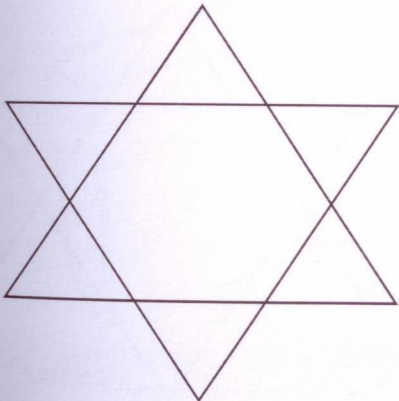
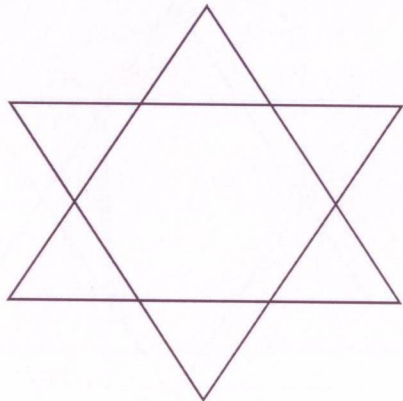
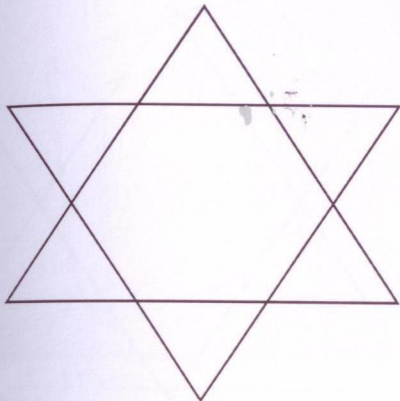
Pupil's Name From



I AM APPRECIATED

Specimen Sign. of Parent

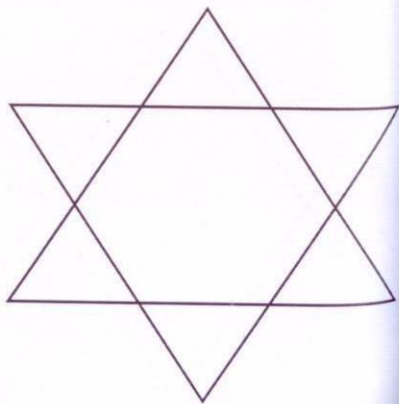
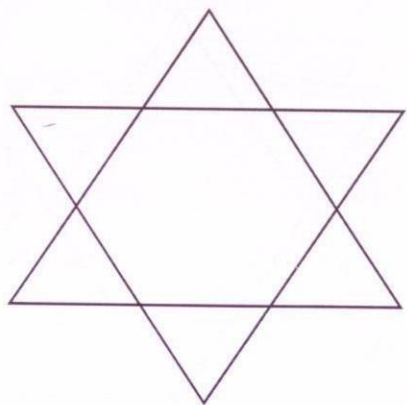
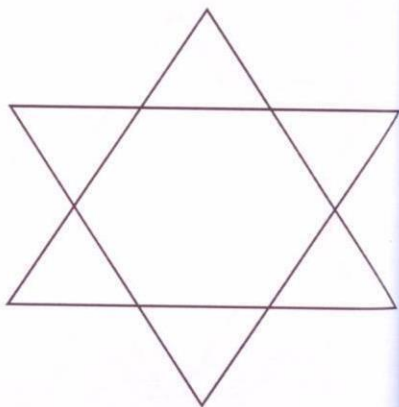
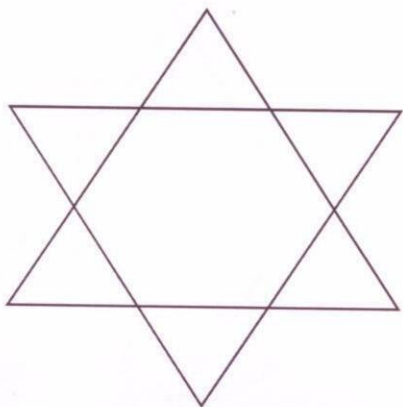
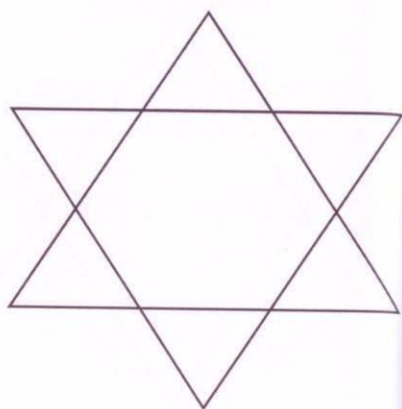
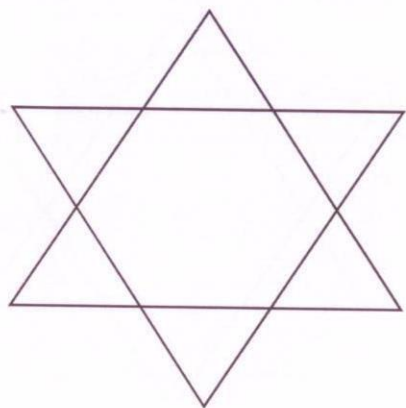
Pupil's Name From



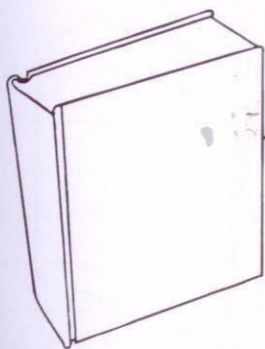
I AM APPRECIATED

Specimen Sign. of Parent

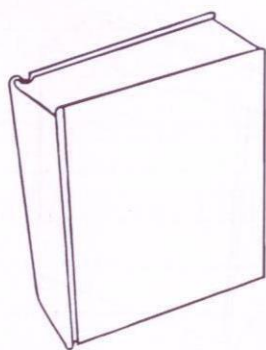
Pupil's Name From



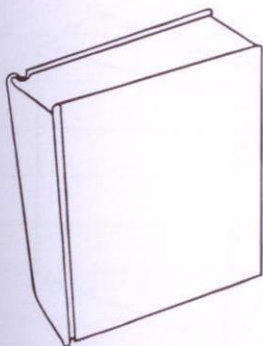
BOOKS I HAVE READ



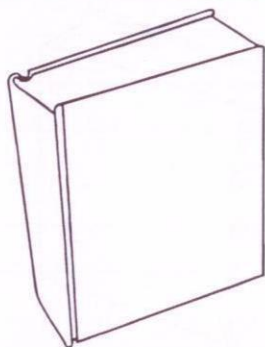
Author _____



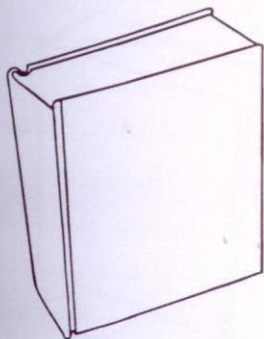
Author _____



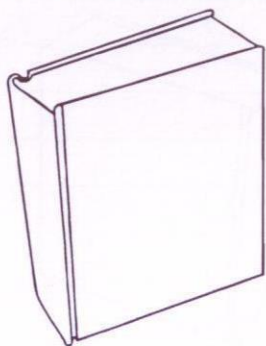
Author _____



Author _____

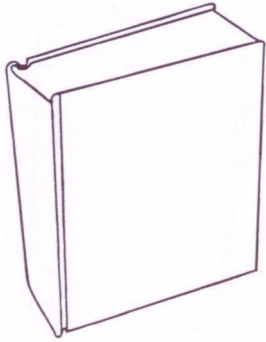


Author _____

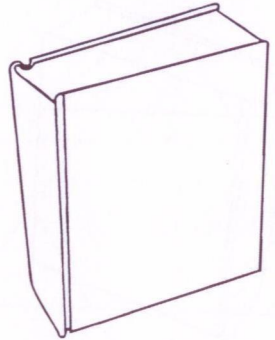


Author _____

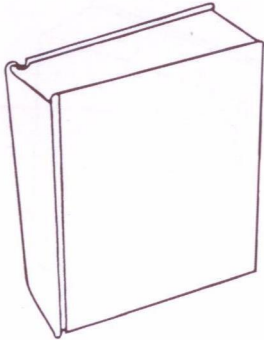
BOOKS I HAVE READ



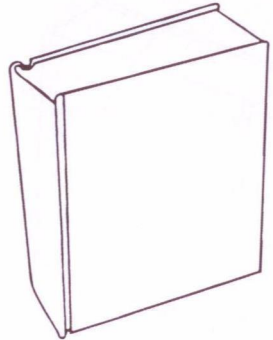
Author _____



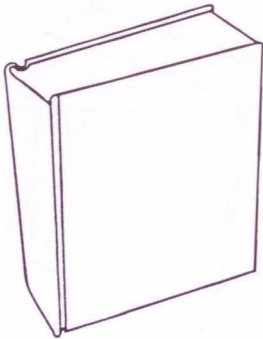
Author _____



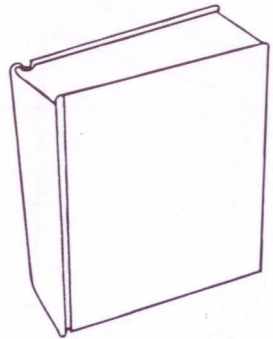
Author _____



Author _____



Author _____



Author _____